

**THIS DOES NOT TAKE EFFECT UNTIL NOVEMBER 1, 2007**

## **Waiver Application Guidelines**

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The State Board of Education respects the value of teacher and student contact time. Waivers are exceptions from basic education program requirements in that they provide “exceptional opportunities” for districts and schools to be innovative in enhancing the educational program for all students while meeting the challenges of their school calendars.

**RCW and WACs.** The State Board of Education’s authority to grant waivers from the basic education program requirement is RCW 28A.305.140 and RCW 28A.655.180(1). The rules that govern requests for waivers are in WAC 180-18-030, WAC 180-18-040, and WAC 180-18-050.

### **Directions for Requesting Waivers:**

1. Waiver requests must use the Waiver Application Form, provide the information requested in these guidelines, and be submitted electronically to the State Board of Education at least thirty (30) days prior to the SBE meeting where consideration of the waiver will occur. Districts or schools are responsible for finding out when the State Board of Education meetings are held. The Board’s meeting schedule is posted on its website <http://www.sbe.wa.gov> or may be obtained by contacting the Board by calling 360.725.6025 or emailing to [sbe@k12.wa.us](mailto:sbe@k12.wa.us).
2. The waiver request shall be in the form of a resolution adopted and signed by the district board of directors. The resolution shall identify the basic education requirements for which the waiver is requested and include information on how the waiver will support increasing student achievement. The resolution shall be accompanied by documentation that includes the following information:
  - a. Baseline student achievement data underlying the purpose and goals of the waiver.
  - b. How the district and/or schools will collect evidence that the goals were attained.
  - c. How the waiver directly supports the district and/or school improvement plans.
  - d. Evidence of how administrators, teachers, other staff, parents, students, and the community were involved in the development of the request for the waiver.

- e. For 180-day waiver requests, assurance that the district will meet the annual average 1,000 hours of instructional hour offerings (RCW 28A.150.220 and WAC 180-16-215).
  - f. For 180-day waiver requests, whether waiver days will result in a school calendar with fewer half-days.
  - g. Waiver requests may be for up to three school years. For requests of multiple years, provide information on how activities in the subsequent years are connected to those of the first year of the waiver.
3. A renewal request shall also be in the form of a resolution signed by the district board of directors. The supporting documents shall include the following additional information:
- a. Whether your district or schools used the waiver as planned and reported in your prior request; if not, an explanation of why and how the waiver was used instead.
  - b. Student achievement data and other evidence as to whether the purpose and goals for the previous waiver were met.
  - c. Evidence of how parents and the community were kept informed on an on-going basis about the uses and impacts of the waiver.
4. At the end of each school year, a randomly selected number of districts/schools may be asked to do a presentation at a State Board of Education meeting. The presentation will include at least the following information:
- a. A description of the activities that were implemented as a result of the waiver, including the purposes and goals of these activities.
  - b. An explanation of how the waiver activities directly supported your district and/or school improvement plans.
  - c. Provide evidence on how waiver-day activities impacted the district or school improvement plans. Were the plans reviewed and revised as a result of the waiver time? Did waiver-day activities enable the district to establish new strategic and building action plans for making changes that will significantly increase student learning?
  - d. Provide evidence of any positive impact on teaching quality and student learning.

# Waiver Application Form

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District or School Requesting the Waiver \_\_\_\_\_

Name of District/School Contact \_\_\_\_\_

Email of District/School Contact \_\_\_\_\_

Telephone Number of District/School Contact \_\_\_\_\_

Requirements to be Waived \_\_\_\_\_

School Years for which Waiver Requested \_\_\_\_\_  
(Requests may be for up to three school years)

For 180-Day Waivers:

Number of Requested Waiver Days Per Year \_\_\_\_\_

**Please attach the signed Resolution requesting a waiver and all supporting documentation responding to items #2a-g and, in addition, for renewals #3a-c of the Wavier Application Guidelines.**